

RFP# 14016 (re-post from 14011)
Parking Violation/Parking Management Information Services System
Questions & Answers (Q&A)

*****This document will be updated periodically with additional Q&A***

Questions as of 03/21/2014:

- 1) Does the City have a true WiFi mesh network? If not, who will pay for wireless data fees on the handheld—City or vendor—if the City elects to utilize wireless functionality?
Wireless network is not currently in place. City would absorb cost.
- 2) Page 3 mentions “approximately 4,000 tickets are issued on an annual basis” Exactly how many parking citations were issued in the City in each of CY 2011, 2012 and 2013 respectively?
CY2011 – 4,698
CY2012 – 3,947
CY2013 – 3,661
- 3) Page 3 mentions “approximately \$105,000 annually are collected” How much revenue was generated and collected from parking citations by the City in each of CY 2011, 2012 and 2013 respectively?
City has numbers for fiscal year:
FY2011 – \$109,606
FY2012 – \$122,565
FY2013 - \$91,577
- 4) What is the total number of unpaid parking citations from 2011, 2012 and 2013 respectively?
CY2011 – 944
CY2012 – 777
CY2013 – 1,068
- 5) What is the City’s current collection rate on the parking citations that are being issued?
For CY2013 the collection rate was estimated to be 69%.
- 6) What is the approximate revenue value of all unpaid parking citations that make up the City’s existing backlog?
\$160,000.
- 7) Page 4, Section 5.5 mentions Lockbox Payment processing. Which bank does the City currently use that the selected vendor will need to deposit funds into?
SunTrust Bank
- 8) Page 5, Section 5.6, Fees paid to the vendor and payment processing mentions b. invoices to the City as well as c. vendor netting out fees and distributing the remainder to the City. Please confirm the fee structure as this seems to be inconsistent.

We would prefer not to have to cut checks to vendors. They need to do all the cash reconciliations for us, and send us our net amount (after they take their fees).
- 9) Does the City currently issue warning tickets? If yes, what are the criteria for issuing one?
City can issue warnings. Discretion of Police Officer/Parking Enforcement Officer.

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- 10) Page 23, Pricing Structure, mentions pricing options for less than 25,000 tickets and more than 25,000. If the City issues approximately 4,000 tickets annually, why are the pricing options more/less than 25,000?

Please disregard structure for more than 25,000 tickets.

- 11) Are the fees being paid to the current vendor under the same structure as the Pricing Structure on Page 23? Can you please share the current fees being paid to the current vendor along with copies of the last 3 invoices? Can you also provide a copy of the current contract?

City declines to answer.

Questions as of 03/25/2014:

- 11) Is there a deadline to submit question for the bid?

Yes, all questions should be submitted at least five (5) days prior to close date. This is also specified in the RFP under section I.21 Clarification of Terms, for your review.

****Any questions about the specifications or other solicitation documents should be directed to the City Agent whose name appears on the face of this Request for Proposal no later than five (5) working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the purchasing office and posted on the City website.**

- 12) Also, if an addendum is issued, where will they be posted?

All Addenda and Questions/Answers are posted on the City website (link provided below).

<http://www.fairfaxva.gov/government/finance/request-for-proposals-rfp/-/item-28>